

	POLICY & PROCEDURE	SERIES # 1902	PAGE 1 OF 1
	SUBJECT		EFFECTIVE DATE
	PUBLIC PROGRAM REQUESTS		04/15/04
OVERSIGHT Operations			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1902 dated 2/1/00		

I. PURPOSE:

The purpose of this policy is to establish guidelines for responding to requests for public programs.

II. POLICY:

Police participation in public programs directly supports Division objectives aimed at increasing citizen awareness of law enforcement issues. To this end, requests for public programs within the City of Hampton will be honored dependent on availability of personnel and operations considerations.

Public programs include lectures, tours, seminars, demonstrations, and other appearances at organized gatherings by police personnel.

III. PROCEDURE:

- A. All requests for public programs will be directed to the Community Relations Unit. The Community Relations Unit will, in turn, coordinate requests with individual service commanders to ensure appropriate personnel are assigned. The Community Relations Unit will be responsible for developing specific guidelines to ensure adequate and equitable response to all public program requests.
- B. Requests for presentations occurring outside the City of Hampton must be approved by the Chief of Police prior to personnel being assigned.
- C. The form "Request for Tour/Lecture/Demonstration" will be utilized in processing requests. Fourteen (14) working days should be allowed to process requests. Large programs (those requiring more than one officer, multiple presentations, etc.) should be allowed twenty (20) working days for processing. Request forms are available through the Community Relations Unit.

APPROVED:
CHIEF OF POLICE



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